

**Council on Domestic Violence and Sexual Assault
Community Based Primary Prevention Programs Grant Budget Preparation
Guidelines – FY18
(September 1, 2017-June 30, 2018)**

I. GENERAL BUDGET OVERVIEW

1. These Budget Preparation Guidelines provide instruction and examples of the required format for the three required budget documents, which are 1) the grant project budget summary, budget detail, and 2) the budget narrative. The grant project budget is the financial expenditure plan of the program's activities for which the applicant is requesting funding.
2. Applicants must use the Council-provided budget form for the Budget Summary and Budget Detail included in this packet (Attachment E). A Sample 10 month Budget Narrative is included in this document. **Hand written budgets will not be accepted and the application proposal will be considered non-responsive and will not be reviewed.**
3. All pages should be numbered consecutively and single-sided.
4. Dollar values must be rounded-off to the nearest whole dollar (\$.49 and under – round down; \$.50 and above – round up). Calculations must be accurate, and the Budget Narrative, the Budget Summary and the Budget Detail must use the same figures and support each other.
5. Review CDVSA grant regulation 13 AAC 95.140 in the Alaska Administrative Code (AAC) and any specific cost restrictions identified in this CBP Request for Proposal to determine if the planned grant project's direct costs are allowable.
6. Prohibited use of Council funds per 13 AAC 95.140 are:
 - i. Interest costs on loans;
 - ii. Contingencies;
 - iii. Lobbying;
 - iv. Fines, penalties, or bad debts;
 - v. Contributions or donations; or
 - vi. Entertainment, including luncheons, banquets, gratuities, or decorations.

Therefore, do not request Council funds for these purposes.

7. If an applicant is successful in obtaining an award, the amount is at the Council's discretion and only approved and allowable costs will be awarded.

II. BUDGET DETAIL OVERVIEW

1. Information on funding for other projects need not be included in this proposal. The budget CDVSA requires is only those costs requested for the full CDVSA grant project.
2. Group the project costs into budget lines by the following **cost** categories:

- a. Personal Services
- b. Travel
- c. Facility Expenses
- d. Commodities
- e. Equipment
- f. Other Contractual

*Please note that **Indirect Costs** (while included on our standardized form) is not an allowable budget category for this RFP.

3. Match is required at 15%. Match may be cash or in-kind. Match may not include federal or other state funds.

III. ALLOWABLE COSTS & BUDGET DETAIL FORMAT

Refer to 13 AAC 95.140 through 13 AAC 95.200 for further explanation of cost policies. The applicant shall have written procedures for goods and services and personnel policies approved by their board. Costs are to be grouped into the following cost categories (budget lines):

PERSONAL SERVICES

All CBP applicants are **required** to have at least (1) FTE staff position whose primary duties support community based primary prevention. Each proposal must list current primary prevention staff in FTE and the funding source for the position(s). If an agency does not currently employ primary prevention staff this proposal must include funding for a minimum of one FTE.

Allowable Costs for Personal Services:

- ❖ Salaries, wages, overtime, paid to or on behalf of an employee of the grant project. List these costs by title in the budget detail and state the Full Time Equivalents (FTEs) by following this formula –
 - a. Determine the number of work hours for a full-time position in a **ten-month** period (September 1, 2017-June 30, 2018) (40 hours per week for 44 weeks is 1,760 hours).
 - b. Determine the number of hours the position works on the project that is funded by this grant.
 - c. Divide “b” by “a” for the FTE.
- ❖ Fringe benefits includes employer payroll taxes and any benefits paid to or on behalf of an employee, including retirement plans, health insurance and life insurance premiums, and personal/annual or sick leave.
- ❖ Workers compensation costs are to be included as a fringe benefit.

TRAVEL and TRAINING

Travel funds can be used to support travel costs including conference registrations fees.

Programs shall work towards having written travel and training cost policies and rates that comply with CDVSA and State of Alaska requirements. These are allowable Travel and Training Costs:

- ❖ Vehicle Mileage is allowable when staff is required to use their own vehicle for conducting program business, which does not include travel to and from work.
- ❖ Airfare must be less than first class, whenever possible.
- ❖ Taxi fare or Auto Rental when associated with training or any other program-related travel outside of the local community.
- ❖ Lodging costs can be budgeted at the actual costs of moderately priced accommodations.
- ❖ Per Diem for all travel outside the local community. Rates are for food, board and incidentals. Reimbursement of actual costs is allowable in lieu of per diem.
- ❖ Registration fees and tuition for symposiums, conferences, training, and seminars for staff training and development. These costs will be included in the required training/travel allowance.

FACILITY EXPENSES

Allowable Costs for Facility Expenses are:

- ❖ Facility Rental/Lease costs of renting or leasing a facility or other space when the costs are comparable for similar space available in the same locality.
- ❖ Communication costs including telephone, fax, internet, radio communication, postage, and shipping expenses.
- ❖ Utilities including heat, electric, water, sewer, trash removal costs when not included in the space rental cost.
- ❖ Minor repairs, facility renovation and alteration and maintenance costs when not included in the space rental costs. Minor repairs are to be distinguished from renovations and alterations. Janitorial or laundry services provided by an outside firm are allowable.

COMMODITIES

Allowable Costs for Commodities are for supplies with a unit cost of less than \$500 or a useful life expectancy of less than one year:

ATTACHMENT F

- ❖ Office Supplies such as pens, pencils, stationery, postage stamps, poster board, blank CDs, paper, staplers, in-house printing supplies, and desk supplies.
- ❖ Program Supplies such as group and craft supplies, DVD rental and purchase costs; pre-printed posters, and program-related curricula, literature and books for distribution to target population, schools, and community partners or for reference.
- ❖ Toys, Games, and Nursery Items to provide a nursery service so that parents can participate in the services of the grant project.
- ❖ Food used in project operations.
- ❖ Other is for any supplies which fall outside the scope of one of the above categories.

EQUIPMENT

Allowable Costs for Equipment defined as units which cost more than \$500 or has a useful life expectancy beyond one year:

- ❖ Equipment Maintenance and Repairs of owned, leased or rented equipment and includes service agreements.
- ❖ Equipment Lease and/or Rental Costs for leasing or renting equipment such as copy and fax machines, vehicles, or audio-visual equipment.
- ❖ Purchase of Equipment such as furniture, appliances, computers, file cabinets, audio-visual equipment, vehicles and medical equipment, with shipping costs as appropriate.

OTHER CONTRACTUAL EXPENSES

Allowable Costs for Facility Expenses are:

- ❖ Professional Services provided by an outside firm or consultant whose services are essential to the grant project: community assessment, project evaluation medical and legal fees.
- ❖ Insurance and Bonding includes costs for insurance premiums, including hazard, malpractice, Board liability, and other liability insurance coverage for personnel, vehicles and activities of the grant project.
- ❖ Dues and Subscriptions includes costs for professional magazines, journals, or publications and agency membership dues in professional organization.
- ❖ Printing and Advertising includes costs for outside firm printing program literature or stationery, and newspaper, internet, radio and TV advertising costs related to personnel recruitment, program operations, or program services.

- ❖ Subcontracts for the provision of services designed to meet goals and objectives outlined in the grant proposal that follow the provisions of 13 AAC 95.170 and 13 AAC 95.220 with Council pre-approval when the subcontract exceeds 10 percent of the grant amount.

IV. BUDGET NARRATIVE

1. **No form is provided for this portion of the proposal and we accept a Windows Word document not to exceed two pages.** See Sample Program Budget Narrative (Attachment G).

Each grant applicant must provide a narrative fully describing the specific costs in each category outlined in the budget detail.

- a. Personal Services: For each staff position, list the FTE and a brief description of duties, whether administrative or programmatic, and total the costs. Include a definition of the fringe benefit package and percentage amount.
 - b. Travel: Identify the costs for Staff Travel for training or such as airfare, mileage and per diem rates and, if for training, list the training.
 - c. Facility Expense: Provide the specifics of the costs for each subcategory, i.e., communication, utilities, etc.
 - d. Commodities: Provide the specifics of the costs for each subcategory, i.e., office supplies, food, etc.
 - e. Equipment: Provide the specifics of the costs for each subcategory, i.e., maintenance and repair, lease and/or rental, etc.
 - f. Other Contractual Expenses: Provide the specifics of the costs for each subcategory, i.e., professional services, etc.
2. Unusual Expenditures,

The budget narrative should also justify unusual expenditures. Explain the priority of the requests and the reasons for any unusual expenditure and why they are needed and what impact the expenditure has on attaining program goals and objectives.

3. Match

Match is required at 15%. Match may be cash or in-kind. Match may not include federal or other state funds.